Nebraska State Accountability System (NeSA)
Training for NeSA Technical Coordinators

TO: Nebraska Technical Coordinators
FROM: The Nebraska Department of Education
DATE: December 21, 2010
SUBJECT: 2011 WebEx Training for NeSA Technical Coordinators

The Nebraska Department of Education (NDE), Data Recognition Corporation (DRC), and Computerized Assessments and Learning (CAL) invite you to participate in a training session to learn about preparing your districts and schools to administer the **online** versions of the NeSA tests.

The training sessions will be presented online using WebEx. WebEx allows participants to log on via computer for a visual demonstration, in addition to providing an audio component via the telephone. We encourage all District Technical Coordinators to attend __one__ of the five available training sessions. For those who are unable to attend any of the scheduled sessions, the PowerPoint presentation and a recording of one of the WebEx sessions will be made available on the NDE's Web site.

Please review the instructions on the following page to learn how to join a training session.
- *Note that each training session has a separate meeting number and link*.
- Begin the login process 15 minutes prior to the scheduled start time.
- Log in to the online meeting using your computer.
- **NEW!** After logging in to the online meeting, WebEx gives participants two options for connecting to the conference call. You may choose to have the system call you back at a phone number of your choice or to connect directly using a toll-free number. Select your choice from the menu that appears at login and follow the on-screen instructions.

IMPORTANT NOTICE: This WebEx service includes a feature that allows audio and any documents and other materials exchanged or viewed during the session to be recorded. By joining this session, you automatically consent to such recordings.

AGENDA
The Technical Coordinator Training sessions are designed to inform Nebraska technology personnel about the NeSA online assessment system and the processes for preparing for and setting up your local environment for testing. Each session will cover the following topics:

- Overview of the NeSA online assessment system
- System Requirements
- Computer Lab Configurations
- Installation Process
- Remote Installations
- Server Installations
- Firewalls/Filters
- Software Updates
- What's New for 2011?
- Questions

Session length is scheduled for one hour, but could vary based on the number of questions asked by participants at the end of the presentation.

Topic: Training for NeSA Technical Coordinators-Session 1

Date: Tuesday, January 18, 2011
Time: 10:00 – 11:00 a.m., Central Standard Time
Meeting Number: 803 499 267
Meeting Password: NeSA-TC1

What to do on January 18th to join the 10:00 a.m. meeting:

1. About 15 minutes prior to the meeting's start time, either click the following link or copy and paste it into your Web browser (do not type it in):
   https://datarecognitioncorp.webex.com/datarecognitioncorp/j.php?ED=145121277&UID=0&PW=NNWFjNjNkMTE5&RT=MiM3
2. Enter your name, email address, and the meeting password (NeSA-TC1).
3. Click "Join Now."
4. To hear the meeting you must call in by telephone **after** you have joined the meeting online. Follow the teleconference instructions that appear on your computer. A toll-free number and **Attendee Code** will be provided. When you call, you will be prompted to enter the meeting number (803 499 267) and your unique Attendee Code. *You must enter the Attendee Code in order to participate in the audio portions of the presentation.*

Topic: Training for NeSA Technical Coordinators-Session 2

Date: Tuesday, January 18, 2011
Time: 2:30 – 3:30 p.m., Central Standard Time
Meeting Number: 802 307 749
Meeting Password: NeSA-TC2

What to do on January 18th to join the 2:30 p.m. meeting:

1. About 15 minutes prior to the meeting's start time, either click the following link or copy and paste it into your Web browser (do not type it in):
   https://datarecognitioncorp.webex.com/datarecognitioncorp/j.php?ED=145121337&UID=0&PW=NN2ViN2I1ZGE1&RT=MiM3
2. Enter your name, email address, and the meeting password (NeSA-TC2).
3. Click "Join Now."
4. To hear the meeting you must call in by telephone **after** you have joined the meeting online. Follow the teleconference instructions that appear on your computer. A toll-free number and **Attendee Code** will be provided. When you call, you will be prompted to enter the meeting number (802 307 749) and your unique Attendee Code. *You must enter the Attendee Code in order to participate in the audio portions of the presentation.*

Topic: Training for NeSA Technical Coordinators-Session 3

Date: Wednesday, January 19, 2011
Time: 10:00 – 11:00 a.m., Central Standard Time
Meeting Number: 803 934 661
Meeting Password: NeSA-TC3

What to do on January 19th to join the 10:00 a.m. meeting:

1. About 15 minutes prior to the meeting's start time, either click the following link or copy and paste it into your Web browser (do not type it in):
   https://datarecognitioncorp.webex.com/datarecognitioncorp/j.php?ED=145121357&UID=0&PW=NODRmZDBkMGVl&RT=MiM3
2. Enter your name, email address, and the meeting password (NeSA-TC3).
3. Click "Join Now."
4. To hear the meeting you must call in by telephone **after** you have joined the meeting online. Follow the teleconference instructions that appear on your computer. A toll-free number and **Attendee Code** will be provided. When you call, you will be prompted to enter the meeting number (803 934 661) and your unique Attendee Code. *You must enter the Attendee Code in order to participate in the audio portions of the presentation.*

Topic: Training for NeSA Technical Coordinators-Session 4

Date: Wednesday, January 19, 2011
Time: 2:30 – 3:30 p.m., Central Standard Time
Meeting Number: 802 100 805
Meeting Password: NeSA-TC4

What to do on January 19th to join the 2:30 p.m. meeting:
1. About 15 minutes prior to the meeting's start time, either click the following link or copy and paste it into your Web browser (do not type it in): https://datarecognitioncorp.webex.com/datarecognitioncorp/j.php?ED=145121387&UID=0&PW=NNGNjZmI3Yjcw&RT=MiM3
2. Enter your name, email address, and the meeting password (NeSA-TC4).
3. Click "Join Now."
4. To hear the meeting you must call in by telephone **after** you have joined the meeting online. Follow the teleconference instructions that appear on your computer. A toll-free number and **Attendee Code** will be provided. When you call, you will be prompted to enter the meeting number (802 100 805) and your unique Attendee Code. ***You must enter the Attendee Code in order to participate in the audio portions of the presentation.***

Topic: Training for NeSA Technical Coordinators-Session 5

Date: Thursday, January 20, 2011
Time: 10:00 – 11:00 a.m., Central Standard Time
Meeting Number: 802 658 565
Meeting Password: NeSA-TC5

What to do on January 20th to join the 10:00 a.m. meeting:
1. About 15 minutes prior to the meeting's start time, either click the following link or copy and paste it into your Web browser (do not type it in): https://datarecognitioncorp.webex.com/datarecognitioncorp/j.php?ED=145121402&UID=0&PW=NZmU2ZTRhYmMx&RT=MiM3
2. Enter your name, email address, and the meeting password (NeSA-TC5).
3. Click "Join Now."
4. To hear the meeting you must call in by telephone **after** you have joined the meeting online. Follow the teleconference instructions that appear on your computer. A toll-free number and **Attendee Code** will be provided. When you call, you will be prompted to enter the meeting number (802 658 565) and your unique Attendee Code. ***You must enter the Attendee Code in order to participate in the audio portions of the presentation.***

IMPORTANT: If a message appears stating that the training session has been cancelled, manually copy the complete meeting link and paste it into the address line of your Web browser. This message sometimes displays when the meeting link wraps to a second line of text and the complete link is not acknowledged by the computer.

For assistance with WebEx
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1. Go to https://datarecognitioncorp.webex.com/datarecognitioncorp/mc
2. On the left navigation bar, click "Support" or call (866) 229-3239.

http://www.webex.com
"We've got to start meeting like this."™